

**VOLUNTEER ASSISTANCE**

**Community Relations**

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

- (cf. 1000 – Concepts and Roles)*
- (cf. 4127/4227/4327 – Temporary Athletic Team Coaches)*
- (cf. 4222 – Teacher Aides/Paraprofessionals)*
- (cf. 5020 – Parent Rights and Responsibilities)*
- (cf. 5148 – Child Care)*
- (cf. 6020 – Parent Involvement)*
- (cf. 6171 – Title I Programs)*

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching under-represented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

- (cf. 1020 – Youth Services)*
- (cf. 1410 – Local Agencies)*

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs and practices and an orientation and other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee negotiated agreements.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

**VOLUNTEER ASSISTANCE** (continued)

Volunteers shall act in accordance with district policies, regulations and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

**Qualifications**

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

*Legal Reference:*EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21<sup>st</sup> Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/afterschool programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

## **VOLUNTEER ASSISTANCE** (continued)

*Legal Reference: (continued)*

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

290.95 Disclosure by person required to register as sex offender

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District (1991) PERB Decision No. 868

*Management Resources:*

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

California Department of Education, Parents/Family and Community: [www.cde.ca.gov/ls/pf](http://www.cde.ca.gov/ls/pf)

California PTA: [www.capta.org](http://www.capta.org)

National PTA: [www.pta.org](http://www.pta.org)

Commission on Teacher Credentialing: [www.ctc.ca.gov](http://www.ctc.ca.gov)

National Coalition for Parent Involvement in Education: [www.ncpie.org](http://www.ncpie.org)

California Department of Justice, Megan's Law mapping: [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

California School Boards Association: [www.csba.org](http://www.csba.org)

Policy  
adopted: May 22, 1991  
revised: September 18, 2008  
revised: January 20, 2011

**MURRIETA VALLEY USD**  
Murrieta, California